



County of Los Angeles CHIEF EXECUTIVE OFFICE

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WILLIAM T FUJIOKA
Chief Executive Officer

Board of Supervisors
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Third District

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Fourth District

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Fifth District

October 15, 2007

To: Supervisor Zev Yaroslavsky, Chairman
Supervisor Gloria Molina
Supervisor Yvonne B. Burke
Supervisor Don Knabe
Supervisor Michael D. Antonovich

From: William T Fujioka
Chief Executive Officer

A handwritten signature in black ink, appearing to read "W. T. Fujioka", is written over the printed name and title.

TREASURER – TAX COLLECTOR MANAGEMENT PROMOTION EXCEEDING \$121,000

Consistent with the August 4, 1998 Board-approved policy on managerial salaries, we have reviewed and recommend Board approval of the Treasurer-Tax Collector's request to appoint Mr. Keith Knox to the position of Administrative Deputy II with a salary of \$10,965.25 monthly and/or \$131,583.10 annually. The requested salary would place Mr. Knox on the next closest step in Range S-13 (Step 10) and would provide him a 7.5 percent increase over his current base salary of \$10,200.24 monthly and/or \$122,402.88 annually.

Mr. Knox has been functioning as the Department's Administrative Deputy against the position of Operations Chief, TTC since November 22, 2006. His responsibilities include overseeing the budget, fiscal, contracts, and personnel sections within the Treasurer-Tax Collector Department. On April 1, 2007, his position was placed into Tier II where he is currently on Step 10 of S-12.

During his County career, Mr. Knox has demonstrated strong performance in a wide range of administrative capacities: as a budget analyst, a manager in a Public Information Office developing department-wide programs, coordinating emergency responses, and directing the preparation of correspondence and reports to Board of Supervisors' offices, in Personnel as a manager and then as the Personnel Officer, and as the manager over the Department of Human Resources Policies and Special Projects Section.

Each Supervisor
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Based upon this information, we recommend that the Department's request be approved. In accordance with the policy on managerial salaries, please advise this office if you would like this request placed on an upcoming agenda for Board action. Unless otherwise instructed by October 29, 2007, we will authorize the Department to proceed with this appointment.

Please contact Lisa Nuñez at (213) 974-1163 if you have any questions or need additional information regarding this matter.

WTF:LN
GS:LM:dc

c: Executive Officer, Board of Supervisors
Treasurer-Tax Collector

TTC MAPP Request-K. Knox.bm